

**DFD OFFICE OF CONTRACT ADMINISTRATION**  
**GRANT CHECKLIST**  
**SUPERSTORM SANDY RELIEF CHILD CARE RENOVATIONS**

CONTRACT ADMINISTRATOR:		GRANT NUMBER:	
NAME OF AGENCY:		DATE:	

**PROVIDER INSTRUCTIONS:**

This checklist must be completed and returned with all documents prior to grant approval. The correct number of copies and any additional Division documents must be returned to your Contract Administrator. Forms that are not included in the following pages, can be found by accessing the website at [www.state.nj.us/humanservices/dfd/info](http://www.state.nj.us/humanservices/dfd/info) and clicking on the link to Standard Contract Documents.

	Document	Number of copies to be submitted	Please check if submitted with package	If not submitted with package, indicate anticipated date of submission
	Complete copy of signed DHS Standard Language Document (SLD)	2	<input type="checkbox"/>	
	Checklist	1	<input type="checkbox"/>	
	Federal Funding Accountability and Transparency Act (FFATA) Worksheet (if applicable)	1	<input type="checkbox"/>	
	W-9 Form (for providers new to DFD only)	1	<input type="checkbox"/>	
	ACH – Credit authorization for automatic deposits (for new requests only)	1	<input type="checkbox"/>	
	Promissory Note	1	<input type="checkbox"/>	
	Certificate of Suspension and Debarment	1	<input type="checkbox"/>	
	Expenditure Report	1	<input type="checkbox"/>	
	Certificate of Occupancy	1	<input type="checkbox"/>	
	Liability Insurance	1	<input type="checkbox"/>	
	Other	1	<input type="checkbox"/>	

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Reviewed By:

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Approved By: